

Employee Termination Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Title]

Subject: Layoff Termination Notice

Dear [Employee's Name],

We regret to inform you that due to recent budget cuts affecting our organization, we have made the difficult decision to reduce our workforce. As a result, your position will be terminated effective [Insert Last Working Day].

This decision was not taken lightly, and we recognize and appreciate your contributions to [Company Name]. We are committed to supporting you during this transition. You will receive a severance package that includes [details of severance package, if applicable].

Please arrange a meeting with [HR Manager/Name] to discuss the next steps and any questions you may have regarding your benefits and final compensation.

We thank you for your dedication and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]